APPENDIX 5

SAMPLE CONTINUING EDUCATION RECORDKEEPING FORM

This form may be used to record earned credit hours for each Specific Qualification Standard requirement and/or General Qualification Standard requirements. Please note that, under the General Qualification Standard, hours should be recorded by area of actuarial practice. Record the number of hours earned in as many columns as apply. This information should be retained for six years.

Name: _____

CONTINUING EDUCATION HOURS

Date	Sponsor or Activity	Number of hours	Subject	Area of practice	Specific Qualification Standard	Organized Activity Y/N	Professionalism Y/N	Business Skills Y/N

Notes: An hour equals 50 minutes.
Total hours must include at least 6 hours of organized activities, at least 3 hours of professionalism, and a maximum of 3 hours of business skills topics.